Microsoft Excel 2010
Changes from Version 2007

Excel 2010 Home Screen
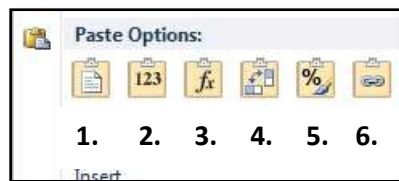
Quick Access Toolbar

Ribbons

Menu Groups

Document Window

Worksheet Tabs

Status bar

View buttons
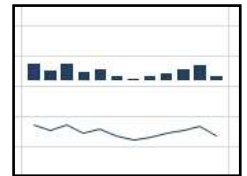
Zoom Slider

Cut, Copy, and Paste

Paste is now enabled with Live Preview. Use the right mouse button to display the live preview before you commit to paste. Also, there are six paste options as listed below:

1. Keep Source
2. Values Only
3. Formula
4. Transpose
5. Formatting
6. Paste Link

Paste Options:

1.   2.   3.   4.   5.   6.

Insert

Sparklines

Sparklines are a new in Excel 2010. They are small cell-sized graphics used to show trends in series of values by using line, column, or win/loss charts. Sparklines allow the viewer to see in a single cell information-dense graphics that greatly increase reader comprehension of the data.

Conditional Formatting / Pattern Fills

Conditional formatting allows references to be made to different sheets on the workbook (cross-sheet conditional formatting). More styles, data bar options, and new icon sets are now available.

Pattern fills removed in Excel 2007 have been reintroduced in Excel 2010.

Calculations

The Conditional Sum and Lookup Wizards have been replaced in Excel 2010 by a Function Wizard that includes SUMIF and SUMIFS functions.
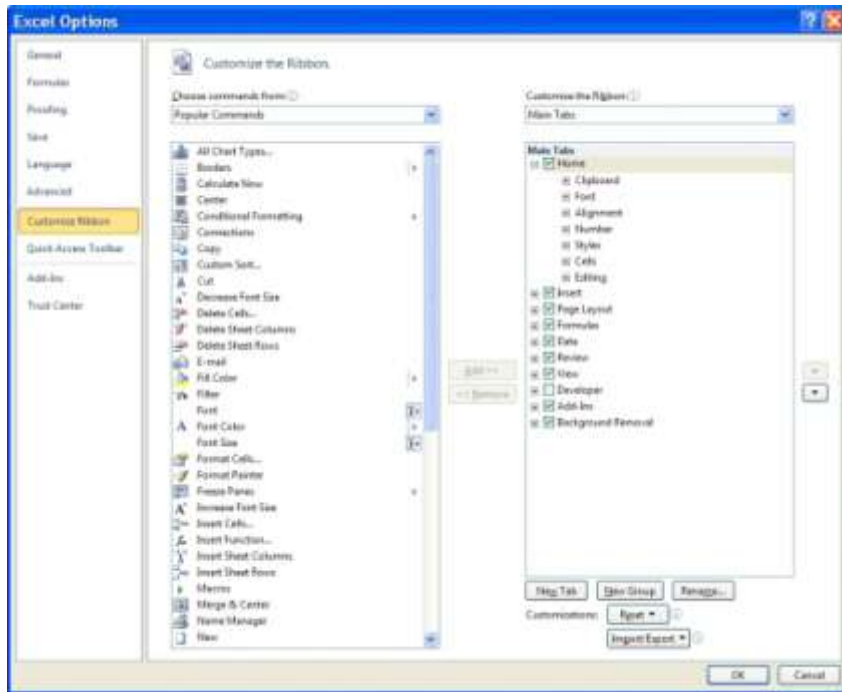
Formulas created in the Conditional Sum and Lookup Wizards will continue to work and can be edited using other methods. The legacy Wizards add-in are no longer available with Excel 2010.
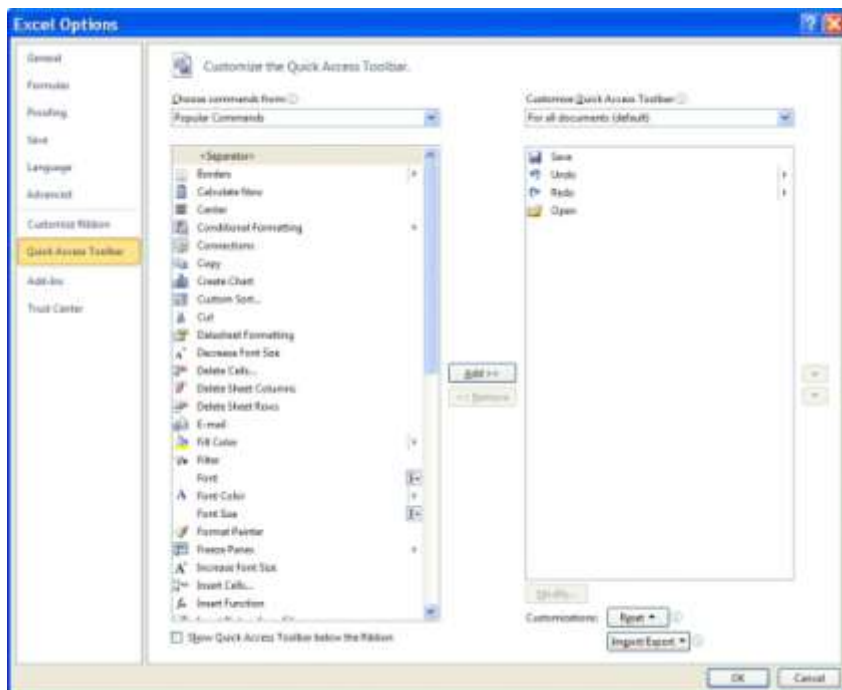
Microsoft Excel 2010
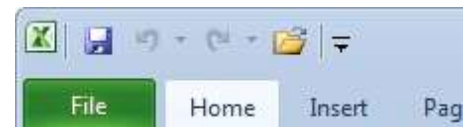## Changes from Version 2007

The Ribbon

The ribbon provides quicker access to all the commands in Excel 2010 and allows for easier future additions and customizations. You can also customize the ribbon. For example, you can create custom tabs and custom groups to contain frequently used commands. To customize or create a new ribbon, click on the File Ribbon Tab - Options then Customize Ribbon.

The Quick Access Toolbar

Office 2010 has improved the functionality of the Quick Access Toolbar. You can now just right-click a ribbon icon to add it to the Toolbar. Also, if you work on multiple computers you can now import your Quick Access Toolbar customizations on all your computers.

Add to Quick Access Toolbar

Customize Quick Access Toolbar...

Show Quick Access Toolbar Below the Ribbon
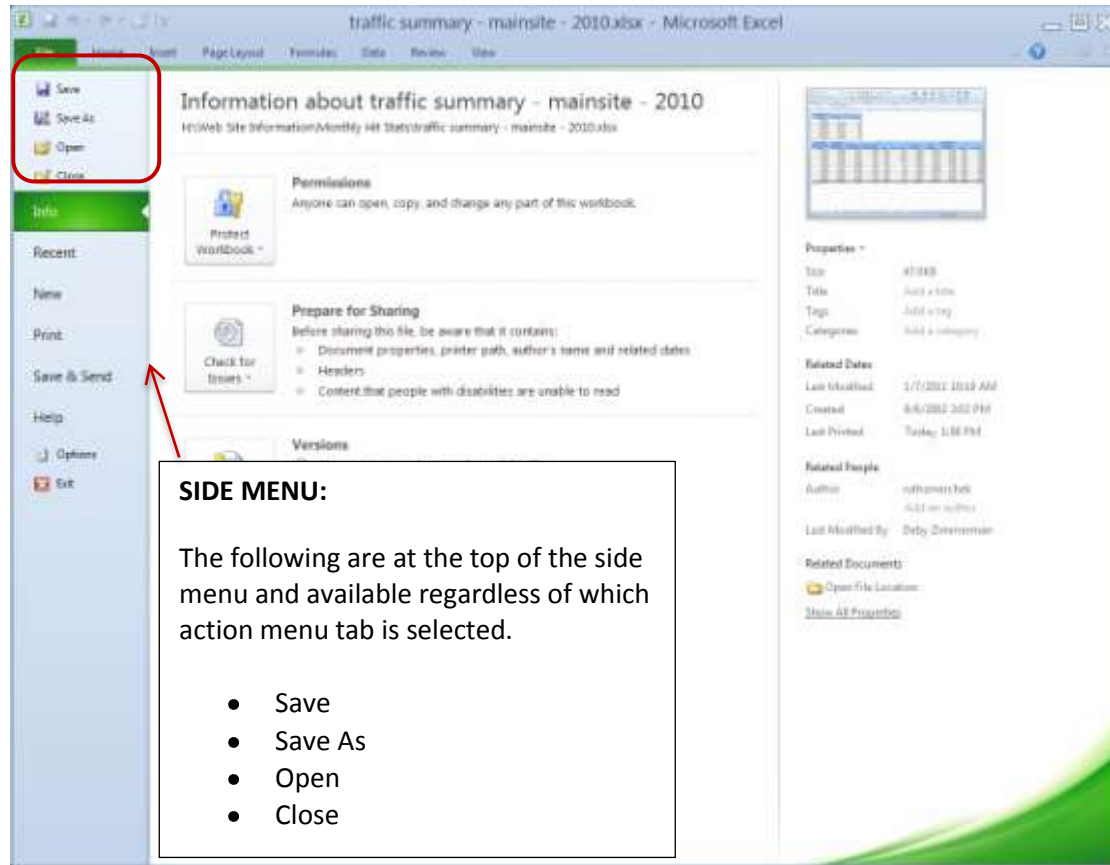
Customize the Ribbon...

Minimize the Ribbon

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The File Tab

The File tab replaces the Microsoft Office Button. The File Tab, also referred to as the Backstage view, helps you find frequently used features for managing your files and the data about the files, such as creating and saving files, inspecting for personal information, and setting file and Excel options.

INFO ACTION TAB:

The info view displays the properties and statistics of the document.

The document can be protected (use caution with this option).

Autosave version can also be accessed and restored now from this tab.

Note: Once the file is closed properly, the autosave versions are deleted from the temporary location.

SIDE MENU:

The following are at the top of the side menu and available regardless of which action menu tab is selected.

- Save
- Save As
- Open
- Close

Protected View

Files from a potentially unsafe location (such as the Internet or an e-mail attachment) or files that contain active content (such as macros, data connections, or ActiveX controls) are validated and can open in Protected View. When files are opened in Protected View mode, the editing functions are disabled. You can open and edit files from trusted sources by clicking Enable Editing message.

Convert a Document to Excel 2010

No conversion is necessary. The default file format has not changed in Microsoft Office 2010. When you open a document in Excel 2010, it will open in one of three modes:
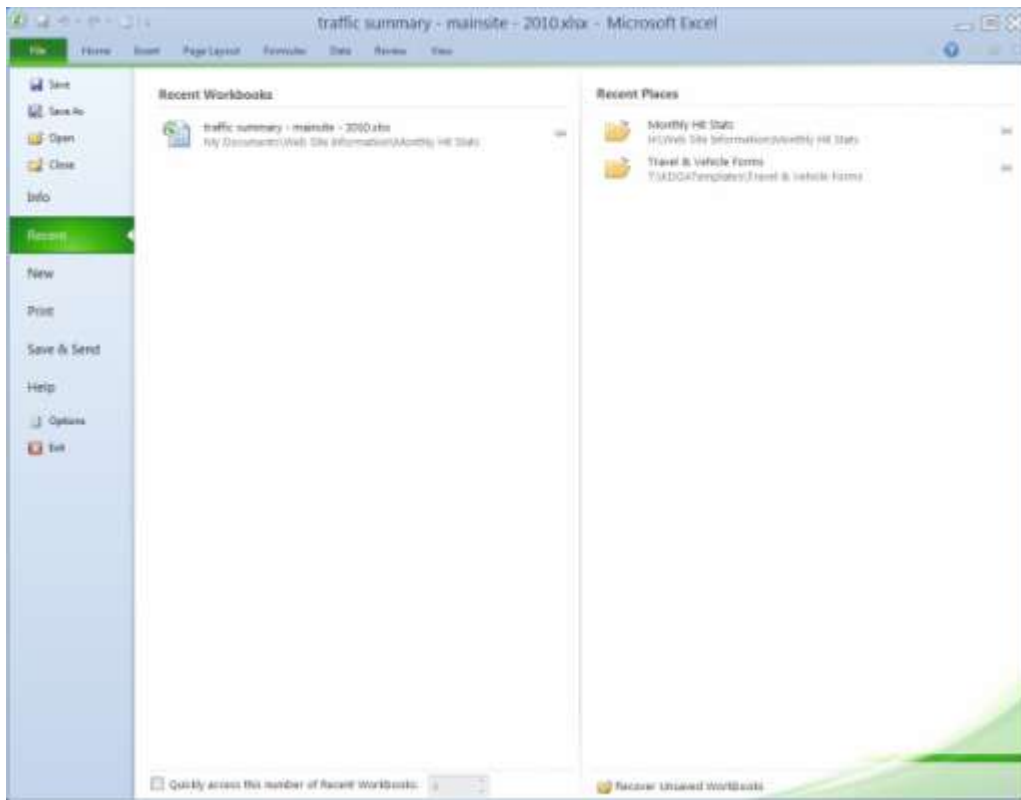- Excel 2010
- Excel 2007 compatibility mode
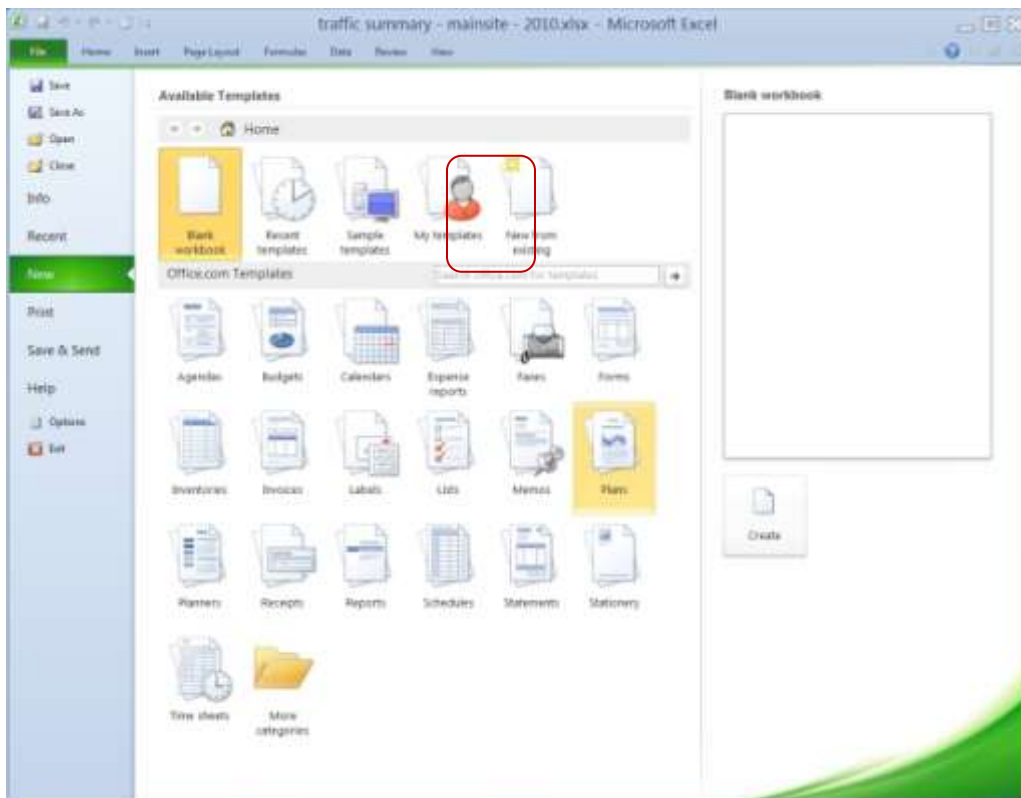- Excel 97-2003 compatibility mode

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RECENT TAB:

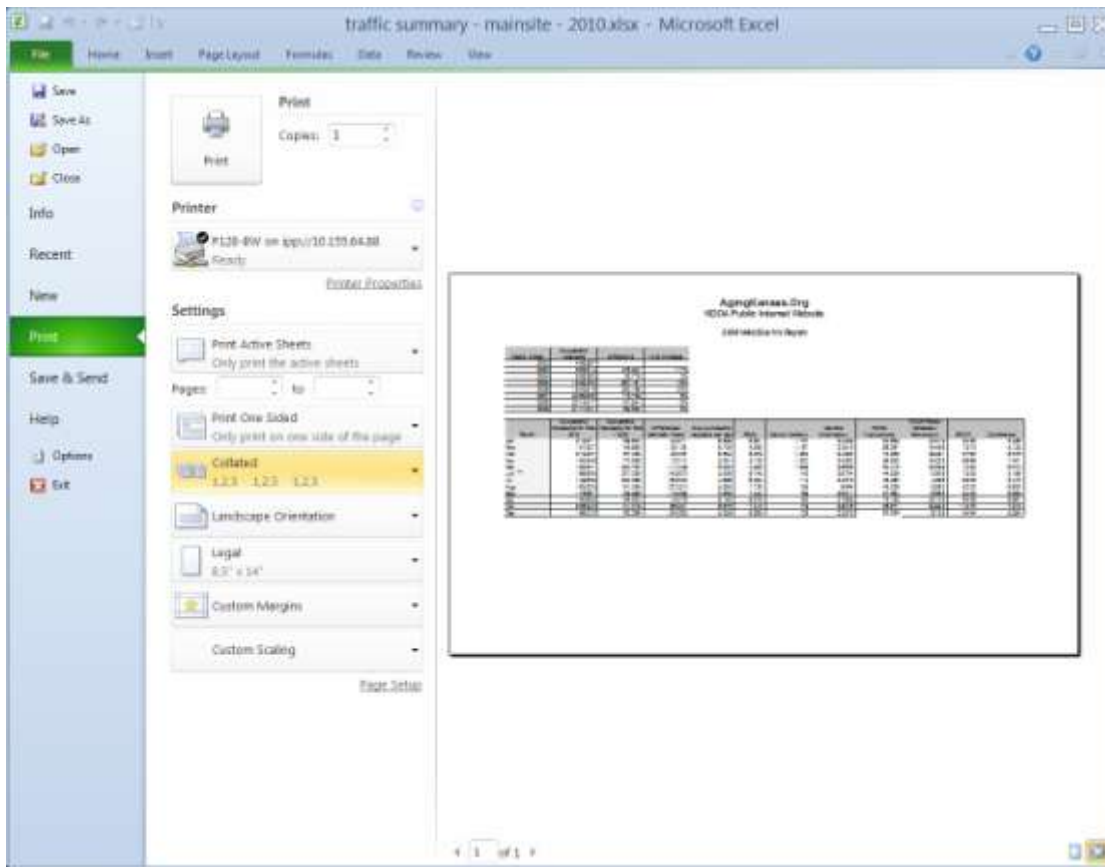Excel 2010 now has the options of selecting the most recent file or the location

NEW TAB:

Displays the Template options within Excel 2010.

Select the "My templates" icon for the KDOA specific Templates.

Microsoft Excel 2010
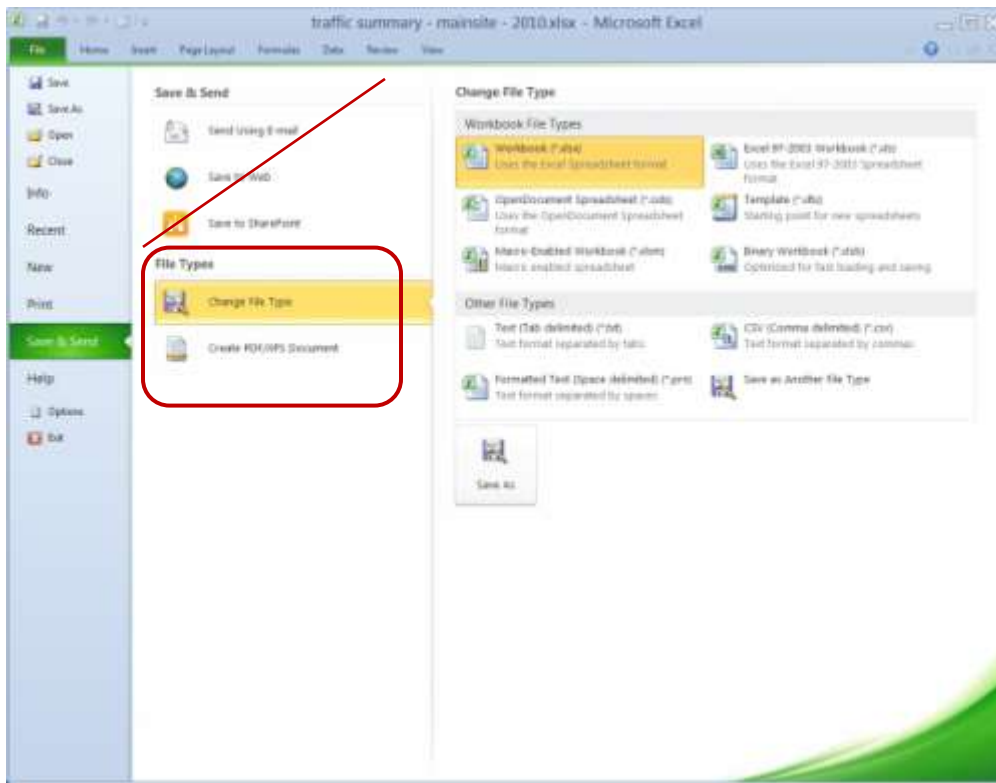## Changes from Version 2007

PRINT TAB:

The print view is now incorporated within the printer selection. At the bottom of the screen are navigation arrows to forward through the pages of the document.

The File Tab *(continued)*

SAVE & SEND TAB:

Use only the two options under the "File Types" heading.

- Change File Types
- Create PDF

Do Not use the Save & Send Options until Outlook is implemented as our E-Mail System.